



April 7, 2005

Zoe Starr
19 East 88th Street
Apt. 3A
New York, NY 10128

Dear Zoe,

I received your fax dated March 29, 2005 regarding your concerns about your bonus payment and your outstanding expenses. Your bonus payment is being processed and you will be receiving a live check next week to your home. In regards to your expenses, they are currently being input into the system and Julie Simon will review for approval. Once this is complete, we will be able to process your expense check. I will follow up with you once this process is complete. Thank you for your patience and I hope that all is well.

If you have any questions, I can be reached at 203-351-2092.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Seitles".

Cheryl Seitles
Human Resources Representative

Cc: Joanne Coniglio
Tom Mathews
Julie Simon
Brian Kelly